

DIRECTIVE NUMBER 300-14-12

DATE: February 15, 2013

TO: Kansas Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Nepotism

1. Purpose. To update agency policy on nepotism.
2. References. K.A.R. 1-9-21.
3. Definitions.
 - a. Family member means spouse, parent, child or sibling; uncle, aunt, cousin or any relative of a preceding generation as denoted by the prefix of grand or great; step, foster or legally adoptive parents and other relatives of step, foster or adoptive parents (spouse, parent, child or sibling); or parent, child or sibling related by marriage as denoted by the suffix of in-law.
 - b. Household member means a person having legal residence in and living in the employee's place of residence.
 - c. Supervising or managing means having the authority within the agency organizational hierarchy to recommend or approve the individual's appointment, transfer, promotion, demotion, salary, evaluation, suspension, termination, or other similar personnel actions.
4. Policy. No person shall be appointed, promoted, transferred, demoted or otherwise employed in, any position in state service when, as a result, the person would supervise, manage, or be supervised or managed by a member of the person's household or a family member. No employee shall advocate, participate in or cause the appointment, promotion, transfer, demotion or discipline of a member of the person's household or a family member. No exceptions are allowed.
5. Action Required. Inform all employees of the contents of this Directive.
6. Inquiries. Kyle Williams, HR, (785) 296-5000 ext. 2565 or Kyle.Williams@dol.ks.gov

Lana Gordon, Secretary of Labor
Signature on file

Rescissions: 300-05-03	Expiration Date: Continuous
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